

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

January 7, 2016 – 4:00 pm

1. Call to Order

The meeting was called to order at 4:03 pm

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice Chairperson Carter, and Commissioner Aoyagi were present and a quorum was established.

3. Public Comment

None

4. Closed Session Item (1 Matter): Government Code § 54957 (b) (1)

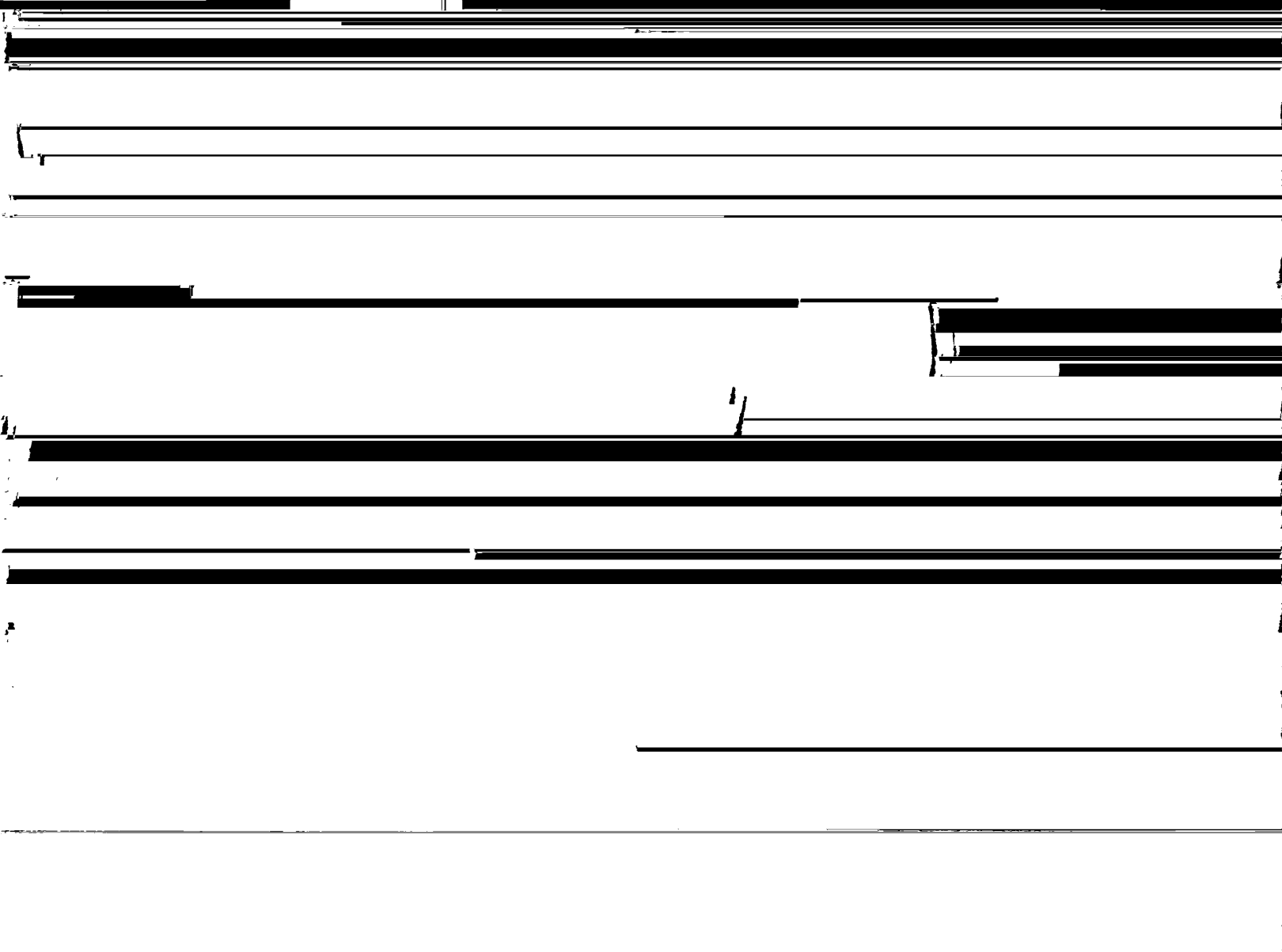
- a. The Personnel Commission went into closed session to consider the recommendation received by an appointed hearing officer regarding the appeal hearing of a classified employee. Chairperson Ortiz announced that the Commission voted unanimously to approve the recommendation received from the hearing officer to uphold the Board's decision to terminate the employee.

5. Public Comment

None

6. Adjournment

The meeting was adjourned at 4:15 pm



Berkeley Unified School District

Meeting Minutes

January 7, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

~~Chairperson Ortiz, Vice Chairperson Carter, and Commissioner Aoyagi were present and a quorum was established.~~

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

a) November 20, 2015

b) December 3, 2015

c) December 17, 2015

Commissioner Aoyagi commented that the meeting minutes were very useful.

6. Consent Items

Ratification of Eligibility Lists

a) Grounds Gardener

b) Senior Personnel Assistant

9. Public Comments

None

10. Next Meeting

The next special meeting will be held on January 22, 2016 at 2:00 pm. The next regular meeting will be held on February 3, 2016 at 4:30 pm.

11. Adjournment

The meeting adjourned at 4:50

Respectfully Submitted,


Randy Perez

2/1/2016
Date

Approved,

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Special Meeting Minutes

January 22, 2016 – 2:00 pm

1. Call to Order

The meeting was called to order at 2:15 pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi and Vice-Chairperson Ortiz were present and a quorum was established. Commissioner Carter was absent for this meeting.

3. Public Comment

None

4. Approval & Adoption of Agenda

Approved, 2-0

5. Discussion Item

- a. The Personnel Commission went into a working session to revise the Personnel Commission Merit Rules and Regulations. The fourth chapters of the Merit Rules were reviewed by the Commissioners.

6. Public Comment

None

7. Adjournment

The meeting was adjourned at 4:06 pm.

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission



Date

Approved,

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Site Coordinator, Family Engagement
(Promotional and Open)**

Written Examination:

December 9, 2015

Oral Examination:

January 5, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional

1 Stacey Shoals

Open

- 1 Lily Howell - hired
- 2 Martha Angelica Mora
- 3 Karime Blanco
- 4 Maria Sabeh*
- 5 Maia Merin
- 6 Katie Stulmacher
- 7 Kimberly Evans
- 7 Joel Moody
- 8 Trichelle Smith

*** Eligibility to expire November 5, 2016**



Randy Perez

Secretary, Personnel Commission

1/6/2016

Date

Berkeley Unified School District
Merit System

(Open)

Written Examination: **December 30, 2015**
Oral Examination: **January 12, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

- 1 Jarrett Thomas
- 2 Kimberly Robles
- 2 Hien Tan

*** Eligibility to expire May 7, 2016**

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Berkeley Unified School District

Merit System

Eligibility List for :

**Instructional Media Technician
(Open)**

Written Examination:

November 2, 2015

Oral Examination:

January 12, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

1 David Mai



Randy Perez

Secretary, Personnel Commission

1/12/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for: **Food Service Assistant**

(Open)

Written Examinations: **January 7, 2016**

Performance Examination: **January 13, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

1 Amanda	Grossi
1 John	Zentner
2 Ersetta	Jackson



Randy Perez
Secretary, Personnel Commission

1/13/2016
Date

Berkeley Unified School District

Merit District

Eligibility List for :

Custodian II
(Promotional and Open)

Written Examination:

November 19, 2015

Oral Examination:

January 12, 2016

List Established by the Personnel Commission, February 1, 2016, pursuant to SBA 52000

Promotional

- 1 Robert Fleming
- 2 Keisha Wilright
- 2 Janet Helton*
- 3 Jason Lewis

Open

- 1 Kevin Finnie

*** Eligibility to expire May 7, 2016**

Berkeley Unified School District
Merit System

Eligibility List for :

Specialist: Data Integrity

(Promotional)


Written Examination: **November 5, 2015**

Oral Examination: **January 14, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional

1 Elizabeth James



Randy Perez
Secretary, Personnel Commission

1/14/2016
Date

Reynaldo Ortiz

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**School Service Assistant
(Open and Promotional)**

Written Examination:

December 7, 2015

Oral Examination:

January 15, 2016

List Established by the Personnel Commission February 4, 2016: February 1, 2017

Promotional

1 Marian Willis*

Open

1 Ronda Sharp*

2 Michelle Edwards*

1 Rogita Underwood

4 Magdalene Ve'e

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education
(Open)**

Written Examination: **January 8, 2016**

Oral Examination: **January 28, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

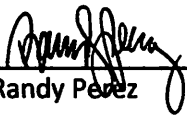
Open

- 1 Lauren Lindo
- 2 Sherrie Rodriguez***
- 3 Esmahin Aldebashi
- 4 Natalie Roden*
- 4 Duana Brown*
- 5 Barbara Aronson***
- 6 Teneva Jackson
- 7 Reyna Aceves**
- 7 Megan Schmidt Root***
- 8 Teylor Owens
- 9 Jasmine Edgar-Pitcher***

* *Eligibility to expire April 02, 2016*

** *Eligibility to expire July 02, 2016*

*** *Eligibility to expire October 01, 2016*



Randy Perez

Secretary, Personnel Commission

2/1/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for :

Instructional Specialist, Dance
(Promotional and Open)

Written Examination:

December 3, 2015

Performance Examination:

January 20, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional

1 Sequoia Dandridge

Open

1 Nicole Mari Casado

2 Sherie Hart

*** Eligibility to expire**

2016 Personnel Commission Regular Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2016. The location for the meetings will be 2020 Bonar Street, Technology Lab, Room 126.

- January 7, 2016
- February 4, 2016
- March 3, 2016
- April 7, 2016
- May 5, 2016
- June 2, 2016
- July 14, 2016
- August 4, 2016
- September 1, 2016
- October 6, 2016
- November 3, 2016
- December 1, 2016

All meetings are tentatively scheduled to begin at 4:30 pm.

Examinations Administered in the Month of January:

Classification-

Custodian I

Custodian II

Site Coordinator, Family Engagement and Equity

Food Service Assistant

Instructional Assistant, ECE

Instructional Media Technician

Parent Liaison

After School Program Supervisor

School Service Assistant

Specialist, Data Integrity

Budget Analyst II, Confidential

Instructional Specialist, Dance

Clerical Specialist

Administrative Assistant

New Hires/New Assignments Processed in the Month of January:

Name-

Employment Type-

Classification-

Location-

Renee Lee

New Hire

IA ECE

Hopkins Pre-K

Devyn Morris

New Hire

Senior Personnel Assistant

Human Resources

Albert Kumar

Promotion

Custodian II

Washington

Marcellus Thomas

Promotion

Custodian II

LeConte

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: February 1, 2016
SUBJECT: Revision of Classification Specification (Job Description) for High School Plant Operator

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Manager

Background:

On November 17, 2014, as part of the District-wide classification and compensation study, the Personnel Commission approved the classification specification (job description) for the High School Plant

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	High School Plant Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Berkeley High School	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS		WORK YEAR:	12 months/Calendar 2000

- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities; operate a computer and other office equipment as assigned
- Remain on call and coordinate response for emergencies as assigned

inventory of supplies, materials and equipment

Assist and provide information to outside contractors as needed; inspect and spot check the work of

Inspect, install, maintain, repair and replace a variety of pool equipment
Observe health and safety regulations
Plan and organize work
Prioritize and schedule work

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in a large physical plant including one year as a supervisor

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Candidates must obtain valid Pool Operator Certification within the first six months of employment in this position

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Subject to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers
Walking or standing for extended periods of time

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: February 1, 2016
SUBJECT: Allocation and Classification Specification (Job Description) for Facilities After Hours Operations Supervisor

Background:

The Facilities Department is requesting the allocation of a full time position for Facilities After Hours Operations Supervisor and the approval of the attached classification specification (job description) for this classification.

The Facilities Operations Department provides both custodial and property protection services to our district. Both functions are provided during and after normal school hours.

Custodial Services are provided in two shifts at our school sites, from 6:00 am to 2:00 pm and from 3:00 pm to 10:00 pm, Monday through Friday. Additionally, our property protection staff works primarily after hours providing roving security services to our 23 District properties. Both of these services are very valuable in ensuring that our facilities and classrooms are in good condition, safe and prepared for

teaching and learning.

A recent and thorough review of the duties, work schedule, and supervisory demands of the Facilities



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

Berkeley Unified School District

TABLE

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Plan, coordinate, inspect and evaluate the custodial and security operations of assigned

personnel; confer with Operations Manager to develop and document cleanliness and safety standards; conduct regular safety, security and cleanliness inspections to ensure conformance with standards

- Conduct monthly custodial meetings
- Supervise the testing of supplies and materials used in custodial services; recommend the acquisition of new types of supplies, materials and equipment for District-wide use
- Confer with and advise custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel
- Prepare and maintain a variety of records and reports, including time cards, worksheets, accident reports, inventory reports and maintenance requests

- Oversee the District's safety program in the work unit; establish, implement and ensure adherence to work safety policies and procedures; ensure health and safety precautions are observed and hazards are eliminated; educate employees on rules, regulations, safe work habits

- Implement efficient methods to prevent incidents
- Estimate quantity and types of supplies and materials needed and their effectiveness
- Demonstrate the proper techniques used in custodial and security operations
- Transport equipment and supplies to evening custodians if needed
- Read, interpret and apply rules, regulations, policies, procedures and other written materials
- Analyze situations and take appropriate action
- Confer with school administrators and custodial and security personnel regarding concerns
- Maintain current knowledge with technological advances in the field
- Communicate clearly and effectively, both orally and in writing
- Coordinate work assignments with other school personnel and other departments
- Prepare clear, concise and comprehensive correspondence, reports and other written materials

- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
- Establish and maintain effective working relationships with staff, vendors, and others encountered in

the course of work

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or